

2014/15 Strategic Planning

Board Meeting Minutes ARMA Silver State Chapter September 30, 2014

Board Members:

Present: Linda Hellow, President; Renee Stegeman, Vice President; Margaret Ebner-Solis, Treasurer

Absent: Terri Robertson, Secretary

Others Present: Mercedes Ward, Committee Chair Person

Proceedings:

Meeting called to order at 6:29 p.m. by Linda Hellow

President Update:

- Linda distributed ARMA International Regional Leader and Chapter Connection handouts regarding speaker options and available leadership tools
- Linda advised attendees of expiring memberships

Treasurer report provided by Margaret Ebner-Solis:

- Margaret provided the current balances and stated that we have \$7,161.86 in checking and \$1,506.41 in savings.
- Margaret addressed the presence of 5 fraudulent charges to the ARMA Silver State bank account. Margaret stated that Linda and herself have investigated this matter and have determined the origination was from a 2014 ARMA International silent auction donation online purchase. Margaret is working with the bank on reimbursing our account. Currently 2 of the 5 charges have been reimbursed. As a result of these fraudulent charges Linda's bank card has been deactivated leaving Margaret as the only card holder.

October ARMA International discussion initiated by Linda Hellow:

- Attendees agreed to donate to the silent auction event again this year.
- **Margaret** will contact ARMA International to see about shipping the item to the auction winner. This was suggested by Linda to eliminate the need for participants to transport the auction item back home in their luggage. The result of this communication will determine the auction donation purchased.

AIIM Seminar of November 13, 2014 discussion initiated by Linda Hellow:

- Linda presented members with an overview and stated that AIIM would like to solely facilitate this seminar, wherein the past it was a joint effort. Attendees concluded that our only involvement would be to distribute the invitation to our members.

2014-2015 Event Schedule discussion initiated by Linda Hellow:

- November 13th is AIIM's Seminar Regarding Disaster Recovery. **Renee** will distribute invitations.
- December 2014 ARMA Silverstate Chapter typically participates in the Tech for Tots Charitable event. MOTION by Renee to find another charitable activity; seconded by all other members and

passed. Suggestions to explore volunteer opportunities for members and their family's during Opportunity Village's Christmas event was discussed and agreed upon. **Mercedes and Margaret** will contact Opportunity Village. It was also noted that reaching out to **Terri** for assistance may be helpful.

- January event is planned to be held at the UNLV Lied Library - Special Collections department. **Renee** will perform the planning and booking of this event. It was discussed that this could be a lunch meeting, utilizing the UNLV culinary or hotel planning department, or an afternoon (2:00 or 3:00) meeting/tour with no lunch which would result in a FREE event for members.
- March event is planned to be held at the Mob Museum (or other tour). **Margaret** will perform the planning and booking of this event.
- April event is planned to be an IRS speaker regarding identity theft. **Linda** will perform the planning and booking of this event.
- June end of year event has not been determined yet. **Mercedes** will perform the planning and booking of this event.
- ARMA Education Foundation raffle tickets will be sold at the registration table at each event. Margaret has these raffle tickets obtained from the Pacific Region leadership conference.
- Others interested in speaking are NAI-Nat. Assoc. Information Destruction, aka NAID CSDS Speaker bureau, Keith Orndoff-Futurist, Randy Kahn-Hahn Consulting, Iron Mountain or other speakers (as provided by Eleanor Ozaeta, ARMA Pacific Region Education & Programming Advisor), and Bryan & Bryan Associates

Other business:

- Linda noted that she needs to train someone on how to create content, edit, and post on our website. **Mercedes** will reach out to her contacts in the student community to see if she can obtain a student to help. **Renee** also offered to be trained on this task.
- Discussions about building our attendance took place and the perception may be that our cost to benefit is not justifiable for some businesses to send multiple employees. It was noted that we may want to explore reducing the member registration fee for events to \$10 for a typical meeting. It was also discussed that we need to explore more opportunities for sponsorship to reduce prices while not sacrificing the quality of the learning event. **Mercedes** will tap into her public and private sector contacts to explore sponsorship opportunities. In addition **Mercedes** will research the details pertaining to offering CLE credits.
- It was agreed that we have access to free venues and speakers. In an effort to seek out reduced price meal costs **Renee** will contact UNLV and/or other culinary schools to see if they can offer affordable meals for our events.

Meeting adjourned at 7:35 p.m.

Minutes transcribed by Vice President, Renee Stegeman

terri.robertson@l
vwwd.com

Digitally signed by
terri.robertson@lvvwd.com
DN: cn=terri.robertson@lvvwd.com
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Approved by Secretary, Terri Robertson



Approved by President, Linda Hellow